

**To:** Gullett, Brian[Gullett.Brian@epa.gov]; Phelps, Lara[Phelps.Lara@epa.gov]  
**From:** Lavoie, Tegan  
**Sent:** Tue 9/13/2016 6:47:46 PM  
**Subject:** FW: Travel Approval for Christiansburg, VA -Trip- 131203

Hi Brian and Lara,

Good news, my travel request to Radford, VA was approved!

Best,  
Tegan

-----Original Message-----

From: Marshall, Tina [mailto:Tina.Marshall@oraу.org]  
Sent: Tuesday, September 13, 2016 2:36 PM  
To: Lavoie, Tegan <lavoie.tegan@epa.gov>  
Subject: Travel Approval for Christiansburg, VA -Trip- 131203

Dear Tegan,

Your travel request to Christiansburg, VA, from 9/18/2016 to 9/21/2016 for the purpose of To participate in field sampling at US Army site has been approved. The total estimated cost for this trip will be \$518.50.

A new Federal Travel Regulation (FTR) has just been released regarding car rentals. Travelers may only be reimbursed for a compact car unless an exception for another class of vehicle is approved. Exceptions will be on a limited basis and must be requested on the travel authorization request (TAR), providing the reason for the exception. ORAU has special corporate rates with Enterprise and National Car Rental. These companies have agreed to allow a mid-size (intermediate) car for the same price as a compact, which is allowable. Travelers can book their cars through ISS Travel Agency in order to secure our corporate rate, which also includes limited insurance coverages. Cars booked with any other car rental company will only be reimbursed at the compact rate.

In addition, per the FTR, ORAU will no longer reimburse travelers for the prepaid Fuel Service Option (FSO) on rented vehicles. Travelers should refuel prior to returning the vehicle to the drop-off location. However, if it is not possible to refuel completely prior to returning the vehicle because of safety issues or the location of closest fueling station, travelers will be reimbursed for vendor refueling charges.

Please read the information below prior to your travel. It provides important information regarding expenses that are/are not reimbursable.

Transportation: government vehicle

GSA lodging ceiling: \$89/night + tax (subject to change based upon ZIP Code of lodging site)

<http://www.gsa.gov/portal/content/104877>

GSA per diem: \$59/day (subject to change based upon ZIP Code of lodging site) (75% for first and last day of travel, regardless of travel times) example: June 1 - 4 would be reimbursed as 3.5 days (you do not need to submit receipts for meals and incidental expenses) Travel expenses will be reimbursed according to the ORAU Travel Policy (attached on travel link).

Additional information regarding reimbursement:

\*If you are authorized to rent a vehicle: insurance, GPS, and upgrades are non-reimbursable \*If you are authorized to travel by train: only Coach fare is reimbursable (business class, Acela, etc., are non-reimbursable) \*If you use ground transportation: you must provide to/from information for each receipt (transportation expenses to/from meals or shopping is non-reimbursable) \*If you are traveling by air: only 1 baggage fee each way is reimbursable unless the second bag contains business/meeting materials (an explanation must be included with the TES); only Coach fare is reimbursable; additional fees, such as

preferred seating, are non-reimbursable \*If you are traveling from another country to the United States, only US air carriers are reimbursable

Oak Ridge Associated Universities (ORAU) must approve any exceptions to or variations from this e-mail prior to the start of official business. In the absence of any prior approval or documentation, ORAU's interpretation of the appropriate cost allocation will be applied.

If you have combined this trip with personal travel or another business trip, an equitable division of expenses must be agreed upon and authorized by ORAU.

Reimbursement of expenses is made provided that such payment does not represent dual compensation from any other source.

When you return from your trip:

To claim reimbursement of your travel expenses, please go to <http://www.orau.org/travel/> and complete the Travel Expense Statement Form (TES), referring to the TES Job Aid which can be found at that same site. Be sure to write the TAR/TES number (see subject line above) on the TES form.

The TES form and itemized receipts can be submitted electronically as a pdf document. Please note the following:

- . The TES should be submitted within ten business days after the completion of your travel . A receipt is required for any single expense that exceeds \$75 and for all expenses related to rental vehicles .

Receipts must show to whom the payment was made, the amount of the payment, and the method of payment.

- . Receipts must be clearly legible, & taped to a blank page (several receipts can be on the same page). Do not use staples or put tape over any printed information.

- . For federal auditing purposes, ground transportation (taxis, shuttles, etc.) expenses must be itemized (amount/date/purpose) . Scan the TES form and all receipts together & submit them as a single pdf document to [sawdtravel@orau.org](mailto:sawdtravel@orau.org); TES form on top, followed by receipts in the same order as expenses are listed on the form . When submitting your scanned document, please put your last name & the TAR/TES number (see subject line above) in the subject line of your e-mail . For federal auditing purposes, you are responsible for keeping original receipts for one (1) year

If receipts aren't clearly legible, they must be submitted by regular US Mail to:

SAWD Travel  
ORAU  
PO Box 117, MS 36  
Oak Ridge, TN 37831

If you do not have access to a scanner, please fax your submission to 865-574-6563.

Reimbursement will take approximately three weeks after a correctly completed and documented TES with proper receipts has been received at ORAU.

If you have questions or need assistance, please contact me at 865-241-6219 or [tina.marshall@orau.org](mailto:tina.marshall@orau.org) or the Travel Team at <http://www.orau.org/travel> or 865-576-6500.

Great News! The travel team now offers on-call services after normal business hours and up until 730pm EST, Monday - Thursday. If you need assistance during those hours, please call the normal Travel Central Hotline at 865-576-6500 and a specialist will assist you.

Tina Marshall

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